# CITY OF HOUSTON

# Job Posting

**AP**

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| 1 | *Applications accepted from:* | **All PERSONS INTERESTED** |
| 2 | *Job Classification* | **PROGRAM ANALYST I** |
| 3 | *Posting Number* | **PN# 110454** |
| 4 | *Department* | **Department of Public Works & Engineering** |
| 5 | *Division* | **Public Utilities Division** |
| 6 | *Section* | **Wastewater Operations Branch** |
| 7 | *Reporting Location* | **611 Walker\*** |
| 8 | *Workdays & Hours* | **M – F, 8 a.m. –5 p.m.\*** |

**\*Subject to change**

**9** ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***
Provides simple technical support in computer programming, systems design, analysis and maintenance. Develops debugs and maintains new software and existing software, upgrades as directed. Codes, tests, implements and troubleshoots applications software. Analyzes simple applications and programs to determine effectiveness, prepares and maintains software and systems documentation. Assists in the generation, update, and maintenance of mainframe computer operating systems comprised of a series of routines and modules. Designs system specifications and writes subroutines, macros and utility programs.

**10** ***WORKING CONDITIONS***
The position is physically comfortable; the individual has discretion about walking, standing, etc.

**11** ***MINIMUM EDUCATIONAL REQUIREMENTS***
Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems, or a closely related field.

**12** ***MINIMUM EXPERIENCE REQUIREMENTS***
One years of experience in systems analysis, design, programming and/or a related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**13** ***MINIMUM LICENSE REQUIREMENTS***
Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**14** ***PREFERENCES***
Preference will be given to the candidates with skills and experience with computer equipment and software applications procurement, database management, and inventory system.

**15** ***SELECTION/SKILLS TESTS REQUIRED***        None
However, the Department may administer a skill assessment evaluation.

**16** ***SAFETY IMPACT POSITION***        ■ Yes    ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**17** ***SALARY INFORMATION***
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 16**
$946.00 - $1,336 Biweekly        $24,596 - $34,736   Annually

**18** ***OPENING DATE***        **May 17, 2006**

**19** ***CLOSING DATE***        **May 31, 2006**

**20** ***APPLICATION PROCEDURES***
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

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